

**Town Commissioner's Meeting Minutes
February 22, 2011, 6:30 pm**

The meeting was called to order at 6:33 pm by President Robert Gell. Commissioners in attendance were Mary Carol Durange, Joseph Letts and Donna Sheets. Commissioner Michael Doss was unable to attend.

The Pledge of Allegiance was led by Ryleigh Johnson

The Accounts Payable report was reviewed and Commissioner Sheets made the motion to accept the report; this approved 4-0.

The Minutes from the February 8th meeting were reviewed and Commissioner Sheets motioned to accept them as written. This was approved 4-0.

Reclaiming unused lots in the Charlestown Cemetery — Mr. Edgar McMullen again discussed the Holloway lots, for which no perpetual care fees have been collected since 2007. It was noted that all reasonable efforts have been made to locate heirs of the Holloway family. Mr. McMullen would like the Board to change the current ordinance but realizes this would not retroactively affect this situation. It was noted that the ordinance was recently reviewed by the Town's attorney and his opinion was that the Town should wait the ten years.

A summary of the Cecil House's restoration events was given by Ronald Edwards. Beginning with the purchase of the House in 2009 and the grants they felt confident they would receive. The economic down-turn occurred and all capital and non-capital grants were cancelled within the State for the Maryland Historic Trust. At this point it is unclear when the Maryland Historic Trust may have grant funds available. At this point the project should begin repairs to the House which would require funding. There has been a \$3,000 non-capital grant received from Preservation Maryland.

The Cecil House Restoration Board has prepared three options for consideration:

- Sell the house as is
- Complete structural repairs and do the exterior at a budget of \$150,000; then sell the house
- Do nothing; put the project on hold until grants become available

At this point the Restoration Board is requesting approval to spend the \$3,000 grant money for needed engineering work since it will be lost if it is not used soon. Commissioner Durange made the motion to approve using the grant. This was approved 4-0.

Discussion ensued about what to do with the Cecil House, possible ways to raise money, what money is available in the savings account and the approximate monthly expense associated with the structure.

The Restoration Board wants to put the project on hold for one year. Commissioner Durange motioned to put the project on hold for 1 year and then revisit the issue; this was approved 4-0.

Regarding the search for a new Town attorney it was noted that there were four responses to the Town's published Request for Proposal. The respondents were Dennis S. Clower of Clower, Parrack and Seaman, LLC; William F. Riddle, Esquire; Frederick C Sussman of Council, Baradel, Kosmerl & Nolan, P.A. and Kevin Urick, Attorney at Law. Commissioners Durange and Sheets recommended Dennis S. Clower of Clower, Parrack and Seaman. Commissioner Letts would like Dennis S. Clower or William F. Riddle. Commissioner Durange motioned to hire Dennis S. Clower and this was approved 4-0. It was confirmed that we are hiring the individual, not the partnership. It was noted that if there were unusual cases where Mr. Clower would have to recuse himself from representing the Town, we could use the other partners instead.

Town Administrator's Report

Old Business

There was no old business to discuss at this meeting.

New Business

- Retention/Destruction of Town Records – Discussion ensued concerning our present records storage system and the benefits of destroying useless records. Also discussed was the possible contracting of “ShoreScan” for record retention. Commissioner Durange motioned to allow disposal of stored items prior to 2001 as noted on the list provided. This was approved 4-0.
- Resolution 2008-01 – This Resolution which raised the dollar amounts involved in a purchase from more than \$2,500 to more than \$10,000 was questioned as it might relate to the firm Charlestown has been using for its annual audit. Commissioner Letts would like a legal opinion of this resolution since he feels it is a mistake to not solicit bids for the accounting firm to do the annual audit.
There was discussion concerning information gathered from various sources regarding bidding for professional services, and accounting firms specifically. After a short discussion which included signing a multi-year contract with our auditing firm, it was agreed to have the new Town attorney review Resolution 2008-01 to make certain that the Town is correct in their hiring of an auditing firm.
- Elimination of rotating County Commissioner meetings – The meeting previously scheduled to be held in Charlestown in May will not take place since the practice of holding meetings in individual towns has been discontinued with the advent of video recorded meetings.
- Recall of Town employee – With a number of things needing to be done (a list was presented), a request was made to recall the employee from lay-off a month early on March 1st. Commissioner Durange made the motion to allow the recall and this was approved 4-0.

A letter from Comcast noted that the planned improvements to their programming have been delayed.

Period of Public Comment

Prosper Boudart spoke to commend the Town Administrator on his presentation of revenue producing ideas and hopes the Commissioners will take these ideas into consideration.

Donna Sheets asked if there had been a chance to look into the “One Call Now” notification plan. Contact talked to Reverend Browne.

Commissioner Sheets motioned to adjourn and the meeting adjourned at 7:38 pm.

Submitted by Linda Jackson